

Statewide: Comprehensive Document Management System	FY2002 Request:	\$227,500
	Reference No:	33911

AP/AL: Allocation
Category: Transportation

Project Type: Information Systems

Location: Statewide

Contact: Mike Downing

Election District: Statewide

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Estimated Project Dates: 07/01/2001 - 06/30/2006

Appropriation: Surface Transportation Program

Brief Summary and Statement of Need:

Implement a system that can store and manage the Division's mass of project plans, as-built diagrams, legally-binding Right of Way parcel documents, technical reports and other archival documents relating to project development and construction. This system will reduce the current overcrowding of office space by providing electronic access to documents that can then be moved to storage. The project will increase the efficiency of document access and provide an electronic backup to the Department's essential files on the State's infrastructure.

Funding:

	FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	Total
Fed Rcpts	\$227,500						\$227,500
Total:	\$227,500	\$0	\$0	\$0	\$0	\$0	\$227,500

☒ State Match Required ☒ One-Time Project ☐ Phased Project ☐ On-Ging Project
 9% = Minimum State Match % Required ☐ Amendment ☐ Mental Health Bill

Operating & Maintenance Costs:

	<u>Amount</u>	<u>Staff</u>
Total Operating Impact:	0	0
One-Time Startup Costs:	0	
Additional Estimated Annual O&M:	0	0

Prior Funding History / Additional Information:

None.

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Implement a system that can store and manage the Divisions mass of project plans, as-built diagrams, legally-binding Right of Way parcel documents, technical reports and other archival documents relating to project development and construction. This project is a subset of the Right of Way Permitting and Project Development Management System, but also provides substantial additional utility to the Department in other areas. The Right of Way Permitting and Project Development Management System will cost substantially more to complete if the Comprehensive Document Management System is not undertaken, since it relies heavily on electronic management of documents and information. The Division intends to carefully analyze other Departments' efforts in the area of document management to ensure that we utilize the most appropriate and efficient system. We anticipate the selected software to meet our needs with no additional programming.

Project information will be readily available as requested. Department engineering and non-engineering staff will have access to historical solutions when dealing with similar problems. All information relating to project development, construction, and other project history will be stored in a central location. Data search requests will have a high probability of finding all documents related to the query. Data search results will be more consistent and less dependent on personal institutional knowledge of the researcher. Regional repositories of documents will be accessible from satellite offices or outside the Region through use of standard web browsers. Any information about project aspects will be readily available as needed for reference.

Storage enhancements to the recommended hardware may be necessary as implementation proceeds and the document archive grows. Bandwidth enhancements might be necessary for satellite offices, remote locations, or across the WAN as the system becomes fully populated and data queries increase.

If the project is not implemented the result will be ineffective handling of plans, Right of Way status, parcel management, as-built drawings, and project files. Important information is lost when transitioning personnel, moving offices, and files. Poor use of available information. Increased expenditures associated with repeating design efforts (e.g. geotechnical soil investigations) when previous pertinent data is lost or irretrievable. Staff time increasingly wasted in searching for paper documents buried in dispersed and poorly referenced file cabinets, storage boxes, off-site file rooms, etc.